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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 4200.1F**
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Request Notification of Change (NASA Only)

Subject: NASA Equipment Management Procedural Requirements**Responsible Office: Logistics Management Division**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |
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Appendix E: NEMS Mandatory Data Elements in Detail

E.1 Equipment Control Number: The ECN is the key, unique identifier for each equipment record in NEMS. The ECN is assigned when an equipment item is first received in NASA. The ECN remains with the item until the equipment is permanently removed from NASA's equipment records. The ECN is the primary key for extracting data from the NEMS data base. The NASA Headquarters, Logistics Management Team, is responsible for Agency-wide control of ECNs to prevent loss and duplication of records.

E.2 Installation Number: Each Center and sub-Center, as appropriate, must be identified by two, two-position numeric codes within NEMS to identify the accountable Center. The NEMS NASA Center Number Table is as follows:

INST ACCT	SUB	CENTER NAME	ACRONYM	ZIP CODE
01	01	Langley Research Center	LaRC	23681-0001
02	02	Ames Research Center	ARC	94035-1000
03	03	Glenn Research Center	GRC	44135-3191
04	04	Dryden Flight Research Center	DFRC	93523-0273
05	05	Goddard Space Flight Center	GSFC	20771-0001
05	06	Wallops Flight Facility	WFF	23337
05	11	Headquarters	HQ	20546-0001
07	07	Jet Propulsion Laboratory	JPL	91109-8099
08	08	Marshall Space Flight Center	MSFC	35812-0001
08	81	Marshall Space Flight Center Prog. Inf. Sys. Mission SVS (UNITeS)	MSFC	35812-0001
09	09	Johnson Space Center	JSC	77058-3696
09	91	White Sands Test Facility	WSTF	88004-0020

09	92	Johnson Space Center (SPOC-USA/West)	JSC	77058-3696
10	10	Kennedy Space Center (NASA)	KSC	32899-0001
10	15	Kennedy Space Center (J-BOSC)	KSC	32899-0001
10	16	Kennedy Space Center (SPOC-USA/East)	KSC	32899-0001
10	18	Kennedy Space Center (CAPPS)	KSC	32899-0001
13	13	Stennis Space Center	SSC	39529-6000

E.3 Item Name: Each equipment record must contain an item name. Item names must be assigned in a consistent manner that ensures accurate identification for locating all like items when screening NEMS for reutilization and other purposes.

E.4 Manufacturer's Code: Each equipment record in NEMS requires assignment of a manufacturer's code. Each manufacturer's code must correspond to the manufacturer's name and address as shown in the NEMS Manufacturer's Code Table. An equipment record with an unknown manufacturer, or a manufacturer without an assigned code, preferably will be referred to the Center NEMS cataloger for the appropriate code prior to the processing of the add transaction. A record may be processed with "XXXXX" if the manufacturer is not listed in the NEMS Manufacturer's Code Table, or with "ZZZZZ" if the manufacturer is unknown. When the manufacturer has been verified as unknown by visual inspection of equipment, "YYYYY" will be processed. The Center NEMS Equipment Manager will ensure that "ZZZZZ" and "XXXXX" manufacturer codes and data entry errors are resolved in a timely manner.

E.5 Manufacturer's Model Number: Each equipment record in NEMS requires the equipment item model number, when known. If there is no model number, NEMS requires the word "NONE" in the model number field. A Center NEMS cataloger will review standardization of model numbers (e.g., model number 123A will always be entered as 123A and not as 123-A or 123/A). The Center NEMS Equipment Manager will establish a procedure to ensure standardization of model numbers.

E.6 Manufacturer's Serial Number: Each equipment record in NEMS requires the equipment item serial number, when known. If there is no serial number, NEMS requires the word "none" in the serial number field. Serial numbers do not require standardization procedures.

E.7 Date Installation Acquired: Each equipment record in NEMS requires the date that the Center acquired the item. The date the Center acquired the item is entered by each Center as equipment items are acquired or transferred from one NASA Center to another. Note: NEMS automatically generates the date that an item initially enters NASA and permanently records this date in the Date NASA Acquired field.

E.8 User Number: Each equipment record must contain a user number.

E.9 Custodian Account Number: Each equipment record in NEMS requires a custodian account number. Each equipment item is assigned to a property custodian account located within the organization using that equipment item.

E.10 Federal Supply Class: Each equipment record in NEMS requires the appropriate four-digit Federal Supply Class. NEMS provides for entry of the entire 13-position National Stock Number; however, only the four-digit Federal Supply Class is mandatory. The Federal Cataloging Handbooks, H2 series, is used to identify and classify all equipment.

E.11 Acquisition Document Control Number: Each equipment record in NEMS requires the Acquisition Document Control Number. The initial addition of an item to the NEMS is authorized by a source document such as a purchase order, contract, receiving report, or other appropriate document. The control number on the source document is the Acquisition Document Control Number; the source document begins documentation of the audit trail for an item.

E.12 Capital-Sensitive Code: Each equipment record in NEMS requires the appropriate Capital-Sensitive Code. These codes are the mechanism for reporting capital equipment items to the financial management organization for entry in the general ledger 1500-series accounts established for equipment. The five capital-sensitive codes provide the distinction among capital, capital sensitive, noncapital sensitive, noncapital nonsensitive controlled, contractor held, and noncontrolled equipment items for reporting and control purposes.

E.13 Acquisition Cost: Each equipment record in NEMS requires the acquisition cost of the item. The acquisition cost remains with an item through its life cycle within NASA, unless the item cost has been increased or decreased by equipment modification. For a commercially manufactured item, the acquisition cost will be the purchase price of the unit and, if capital equipment, will include transportation and Center charges and handling and storage costs, if these costs are part of the purchasing document (i.e., purchase order or contract) and readily and distinctly related to an individual item purchased (see Financial Management Requirement Volume 6, Chapter 4). For a NASA-fabricated item, the acquisition cost will include production costs only, i.e., design, development, parts, and labor or contract value. For noncapitalized equipment transfers from other entities, the acquisition cost will be the amount reimbursed or, if nonreimbursable, the fair market value. For capitalized equipment from other entities, the acquisition cost will be the amount reimbursed or, if nonreimbursable, the net book value of the transferor (capitalized value minus depreciation costs). For a leased item, the acquisition cost field will be the estimated fair market value. When NASA takes title to a leased item, the acquisition cost will remain the initial estimated fair market value. For an outside loaned in item, the acquisition cost field will be the cost provided by the loaner or an estimated fair market value. When the acquisition cost is unknown, an estimated fair market value, based upon like items in NEMS, or value, based upon engineering estimates, will be entered. The NEMS one-position Estimated Cost Code data element, designated as an "E," will be entered when the acquisition cost is estimated.

E.14 Year Manufactured: Each equipment record in NEMS requires the year the equipment was manufactured. If that year is unknown, enter the estimated year of manufacture.

E.15 Status Code: Each equipment record in NEMS requires a status code. Equipment items with capital-sensitive code X (noncontrolled, nonsensitive equipment) will be reported in status code A, since they are not part of the NEMS equipment reutilization program. Status codes will be updated when the degree of availability changes for equipment items.

E.16 Location: Each equipment record in NEMS requires a ZIP code and building number.

E.17 Other NEMS Data Fields: Detailed descriptions of the optional data elements may be found in the NEMS specifications document.

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